



SCOPE OF SERVICES

Solicitation Number: CLMP250

Project Name: 2019 Structural Engineering Services Rotation List

PROJECT FOR:

CITY OF AUSTIN, THROUGH ITS CAPITAL CONTRACTING OFFICE

PROJECT TITLE:

2019 Structural Engineering Services Rotation List

OBJECTIVE OF THE PROJECT:

The objective of this rotation list is to provide engineering services to various City of Austin departments in order to accommodate, in a timely manner, the development of structural engineering projects.

BACKGROUND:

The City currently has rotation list funding agreements with five (5) firms to provide structural engineering services on various projects. The maximum authorization amount of \$1,250,000 was divided for an estimated authorization amount of \$250,000 per firm. The 2017 Structural Engineering Services Rotation List issued eleven assignments at an average of \$50,000 per assignment, with the largest at \$147,000. It is anticipated that the contracting authority for the existing rotation list will be exhausted in the near future.

COST ESTIMATE:

It is anticipated that the City will select up to eight (8) firms with an estimated authorization amount of \$500,000 each, for a total maximum funding amount of \$4,000,000.

Compensation for individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided. The City anticipates developing and executing a professional services agreement with each selected firm.

If a firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the selected firms, the remaining authorization will be distributed to one or more of the remaining firms.

PROPOSED PROCUREMENT SCHEDULE:

RFQ Issue Date: February 13, 2019
Pre-Response Meeting Date: February 20, 2019
Submittal Due Date: March 14, 2019
Anticipated Council Date: June 2019
Contract Execution: August 2019

ANTICIPATED SERVICES:

Consultant services which may be required include but are not limited to:

- Structural evaluations, condition reports and design for buildings, parking garages, bridges, pools, dams and plant facilities.
- Determination of structural adequacy of existing facilities to accommodate additional design loads and updated design standards.
- Design of foundations, retaining walls, small building renovation projects and related construction phase services.
- Assist in the review of proposed building plans and other structural engineering projects for compliance with City of Austin structural standards.
- Compliance with City of Austin's Quality Assurance Quality Control (QAQC) and Public Works Department Quality Management Division (QMD) submittal and review process.

Selected firms should be prepared to perform any of the following phases, tasks, and other services as required for various rotation list assignments. Not all of the following phases and tasks will be required on every rotation list assignment.

Phase A: Preliminary Phase

- Scope definition and clarification
- Preliminary cost estimate
- Preliminary schedule
- Develop project budget
- Preliminary reports (including preliminary engineering)
- Meeting minutes

Phase B: Design Phase

- Cost estimating
- Schematic design
- Design development
- Construction documents
- Obtain permits (building and site)
- Preparation and/or assist with bid documents
- Preparation of submittal log
- Meeting minutes

Phase C: Bid-Award-Execution/Proposal Phase

- Attend pre-bid/proposal conferences
- Develop addenda and clarifications
- Assist with bids/proposals review
- Meeting minutes

Phase D: Construction Phase

- Attend construction progress meetings
- Review contractor pay applications
- Review and approve Contractor's Schedule
- Review changes in the work
- Review submittals/shop drawings and maintain the log/register of submittals
- Review and provide punch list
- Assist in determining Substantial Completion and final completion
- Conduct final walk through
- Review and respond to RFI's (Request for Information) and ASI (Architectural Supplemental Instruction)
- Meeting minutes

Phase E: Post-Construction Phase

- Prepare record drawings as directed
- Review and approve Contractor's documents
- Review and approve Contractor's Operations & Maintenance Manual (O&M)
- Review and approve document closeout
- Attend close-out walk-through
- Review and approve warranty items
- Meeting minutes

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. ****There must be representation for all major scopes of work listed in the prime's statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

Major Scopes of Work

Structural Engineering
Mechanical Engineering
Electrical Engineering
Architectural Services
Cost Estimating

Other Scopes of Work

Civil Engineering

PERFORMANCE EXPECTATIONS:

It is the goal of the City of Austin to decrease project timeframes with zero impact on the quality of work being performed. The selected firms will be expected to:

- Reduce performance periods via efficient scheduling,
- Provide cost accountability,
- Provide quality control,
- Adherence to the timelines and provisions contained in the contract's standard terms and conditions, and
- Perform construction document management.

CONTRACTING AND ASSIGNMENT PROCESS:

- Once a firm is selected to participate on a Rotation list and after Austin City Council approves – all selected firms will be invited to the Contract Kick-Off meeting to begin execution of their Professional Service Agreement (PSA).

- After a firm's PSA is executed the firms will be placed in rotation for an assignment
- The Capital Contracting Office (CCO) Rotation List Manager receives the assignment request from the City of Austin Project Manager and issues an assignment letter to the consultant. The consultant will have the opportunity to accept or reject the assignment. After assignment acceptance, the consultant works with the Project Manager and provides a fee proposal for the assignment. After the Project Manager accepts the fee proposal, the Rotation List Manager issues the Notice to Proceed (NTP) to the consultant.
- The order of assignments on the FIRST pass will be ranked as shown in the order of the evaluation matrix. There may be exceptions to this based on the City's needs to expedite assignments and/or delays in PSA execution.
- The SECOND and subsequent passes will be sorted and ranked in order of each Consultant's highest remaining authority – that being – the firm with highest remaining authority will be receiving the first assignment for that pass.
- Towards the end of a rotation list CCO may make assignments out of the usual methodology in the best interest of the City by re-allocating a firms remaining authority.
- No work shall be authorized prior to receipt of a formal, written Notice to Proceed (NTP). City of Austin Project Managers do not have the authority to authorize additional or subsequent phase work prior to the formal, written NTP. Consultants who choose on their own to perform work ahead of the NTP and/or outside of their scope and budget are doing so solely at their own risk.
- The City may select a firm most qualified for a specific project or most able to meet a project's schedule objectives. Project-specific schedules will be agreed upon at the time professional services are defined.

Notes:

- Construction Inspection and Public Information and Communications are **NOT** subconsultant opportunities. These services will be performed, as needed by the City or under a separate contract, and will be determined when project assignment is made.
- For some assignments, participation in the design, testing, or bid document development process, at the prime or subconsultant level may create, a conflict of interest; therefore, the City, reserves the right to exclude parties on this Rotation List from future contracting opportunities with the City if a conflict of interest or a perception of a conflict arises.

- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace or remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Substitutions of subconsultants will be managed on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A Consultant Performance Evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase, or at assignment completion for those projects with no distinct phases (e.g., surveying, SUE services, etc.).